

# CIVIC CENTER

Whatever your group, social or corporate need, the Miami Township Civic Center has the space and amenities to make it a productive, fun and exciting event.



**Large Gathering Rooms with A/V**



**Small Conference Rooms**



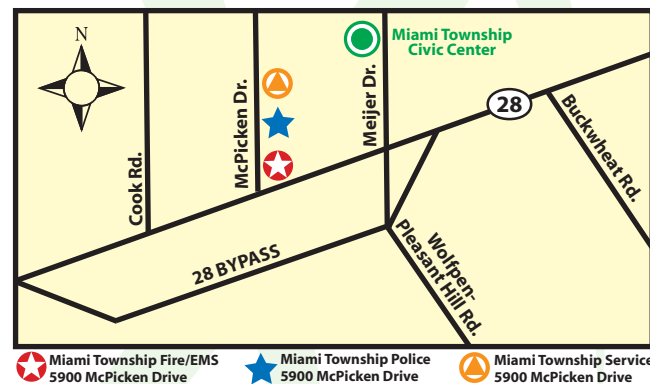
**Large Catering Galley with easy access**



**Spacious areas for dinners, conferences**

The Miami Township Civic Center is located just off SR28 on Meijer Drive, providing easy access and plenty of parking for your event.

Visit us at [www.MiamiTwpOH.gov](http://www.MiamiTwpOH.gov) for rates and availabilities, or call 513-248-3725



★ Miami Township Fire/EMS 5900 McPicken Drive ★ Miami Township Police 5900 McPicken Drive ★ Miami Township Service 5900 McPicken Drive



## Miami Township

6101 Meijer Drive  
Miami Township, OH 45150

## CIVIC CENTER

# Miami Township

## CIVIC CENTER

**Com-mu-ni-ty (noun)** - people in area; society-the web of relationships and interactions among human beings.

### A Gathering Place

The Miami Township Civic Center is dedicated to provide our community with a quality facility for gatherings, meetings, recreational, as well as educational programs for our residents. Programs are varied, offering numerous options for children through senior citizens.

Family is a key ingredient to the Miami Township Civic Center's success. Complimenting our programs is the exceptional facility housing several meeting room, two full-size multi-purpose rooms, technology equipped classrooms, smaller meeting rooms and aerobic studio. The 39,000 square foot building also houses the administration offices of the Miami Township staff, as well as for the year-round Recreation Department staff.

Our conference rooms and multi-purpose versatile space make these areas ideal for just about any use. Cushioned floors are designed for dance, aerobics, martial arts training, or just about any physical fitness activity you can think. How about having club meetings, community get-togethers, children or senior activities with capabilities for integrated audio and visual systems? In addition, these spaces will be great for team talks, and organizational meetings.



**Multi-Purpose Rooms**



**Conference Rooms**



**Large Meeting Rooms**

### Space & Amenities

Our Meeting, Conference and Multi-Purpose Rooms are great for club meetings, community get-togethers, senior activities, organization meetings, and private parties! This multi-purpose room offers plenty of seating, open space, and natural lighting.

Plus, we offer a spacious full-size galley for catering food, drinks and any other meeting or party need. And our conference rooms offer full-size video projection screens for spectacular presentations and organizational get-togethers!



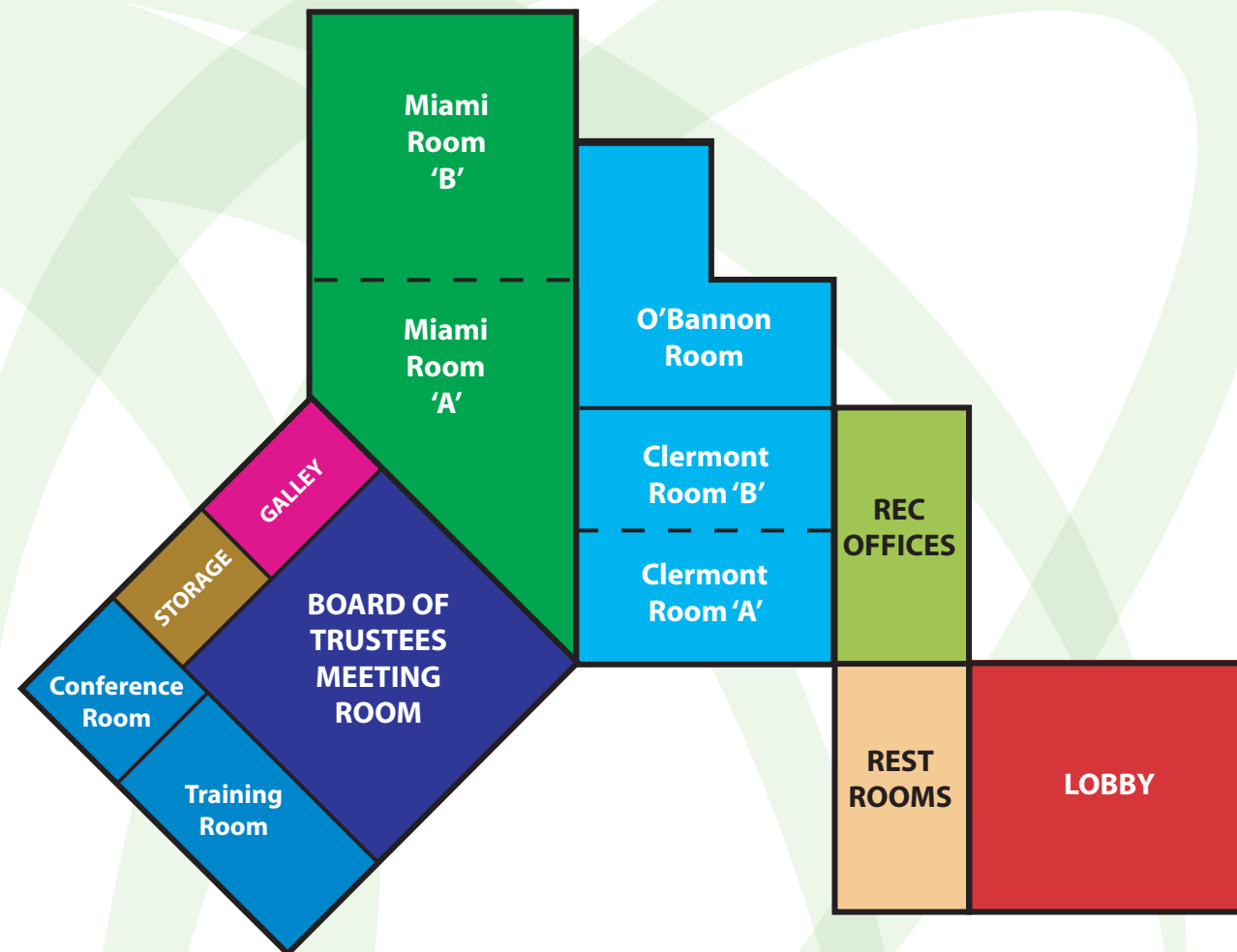
**Board of Trustees**  
Ed Humphrey  
Mary Makley Wolff  
Ken Tracy  
Eric Ferry, Fiscal Officer

6101 Meijer Drive  
Miami Township, OH 45150  
[www.MiamiTwpOH.gov](http://www.MiamiTwpOH.gov)  
INFO: 513-248-3727



# CIVIC CENTER

*The Miami Township Civic Center fills a much-needed void in the community by offering recreational*



## Facility History

The new Miami Township Civic Center at 6101 Meijer Drive opened to the public in October, 2006.

The Civic Center is taking over a building first constructed in the 1970s and used by a marketing company. The buildings sits on about 30 acres, which allows for expansion of the facility in the future. The facility was financed through government bonds paid for through the existing township budget, so that no new taxes would be needed to complete the project.

The Civic Center houses expanded Recreation programs with two new resource rooms available for classes, workshops, educational activities and other events.

In addition, two large "Multi-Purpose" rooms are available for programs and events that may require more

space. The rooms can be joined with removable walls for even more additional space.

The Civic Center also has a larger room for the Miami Township Board of Trustees to conduct their monthly meetings, as well as the Miami Township Zoning Commission and Zoning Board of Appeals. Two adjoining conference rooms have been added for the township to hold meetings and gatherings.

The administrative staff of Miami Township occupies the east portion of the building. A new studio for Miami Township TeleVision, which airs on TimeWarner Channels 8/15 and provides programming about Miami Township departments and happenings. Other occupants include the offices of Community Development and Zoning, the Fiscal Officer, the Township Administrator, Community Relations, Information Services, and Recreation Department.

## Rental Policies

It is the intent of the Miami Township Board of Trustees to make its facilities available to the community on a fair and equitable basis. The Miami Township Recreation Department has first priority in scheduling of facilities for programs and activities. The following procedures, guidelines, and fee structures will outline the rules and regulations regarding township facilities:

- The Civic Center is a NON-SMOKING facility and is not a private rental hall, but a facility paid for with the use of tax dollars. An individual/organization that rents the Civic Center only has exclusive rental rights to the building and all entertainment and structured activities are to be conducted inside the facility.
- Residents of Miami Township may reserve the Civic Center up to three (3) months in advance. Non-residents may reserve the Civic Center up to one (1) month in advance. An individual/organization may rent the Civic Center five (5) times per month.
- Applicants must show proof of residency to receive resident rates. Persons living in Miami Township or the owners of businesses located in Miami Township shall be considered "residents". Miami Township residents may not serve as "agents" for functions primarily serving non-residents. The resident who rents any facility must be in attendance throughout the event.
- The Civic Center has various capacities based on the room requested. Please view our website for the latest capacity numbers, or call the Recreation Department at 248-3727 for information.
- The facility is open 8 a.m. to 12 a.m. Midnight. For Civic Center rentals in which an hourly rate applies, the hourly rate applies after 4:30 p.m. Monday through Friday and after 8 a.m. Saturday, Sunday and select Holidays.
- A \$100 refundable security deposit is required for ALL events.
- Each facility has a set number of tables and chairs. Applicants are responsible for the set-up and tear-down of tables and chairs. Miami

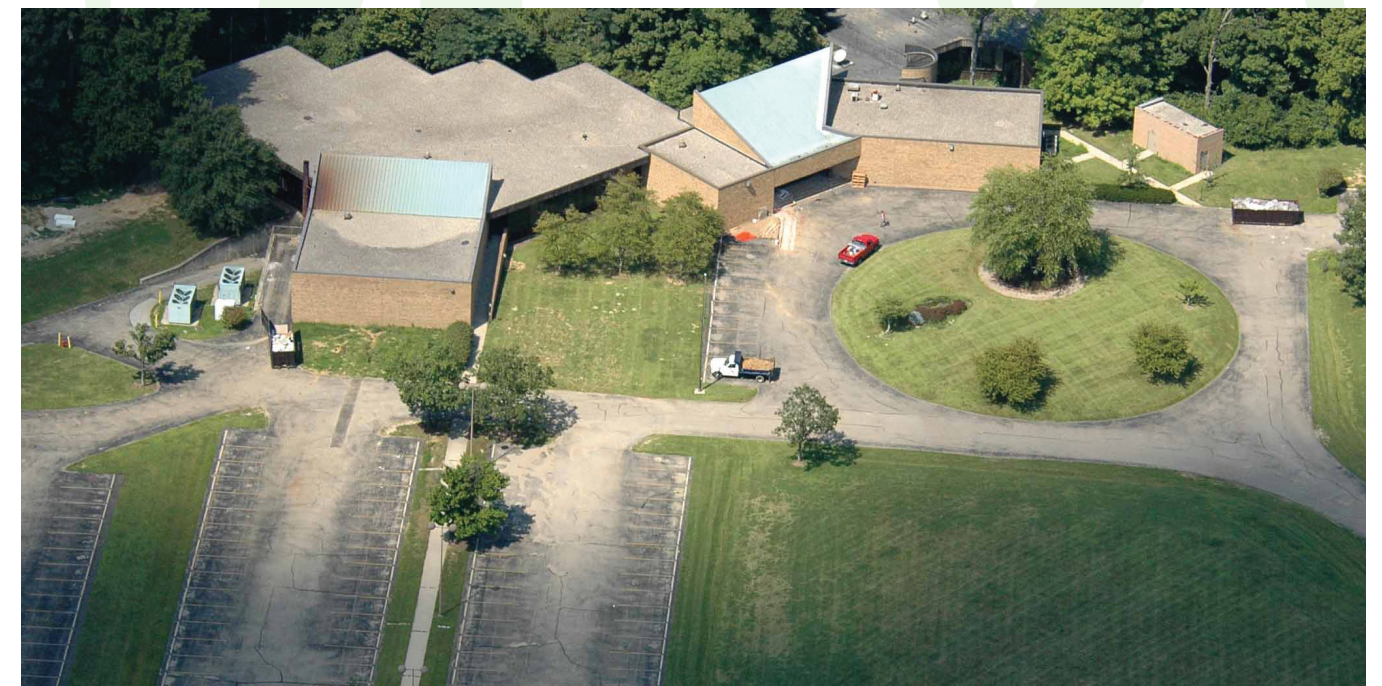
# CIVIC CENTER

Township will provide set-up and tear down for a fee of \$60.00. Requests for additional tables, chairs, or other equipment must be made on application and are subject to availability. Applicants are responsible for making arrangements for tables, chairs, or other equipment exceeding township inventory.

• Legally chartered non-profit groups who primarily serve Miami Township may reserve a room at the Civic Center for up to twelve (12) times per calendar year. The rental fee will be waived once per month for usage Monday through Thursday. These reservations may not be made more than thirty (30) days in advance. The hourly fee does not apply for Civic Center rooms if a Miami Township employee is in the facility for another function. Otherwise, the hourly fee will apply.

• Commercial use of the Civic Center is prohibited. Businesses may use the facility for training or other business related uses, but may not use the facility for the sale of any goods or services.

• The use of intoxicating beverages is permitted at the Civic Center by special permit.; Intoxicating beverages are not permitted in the following rooms at the Civic Center: Training Room 1, Conference Room 1, Trustee Meeting Room. A separate application and permit is required for events in which intoxicating beverages will be consumed. The sale of intoxicating beverages is prohibited. Intoxicating beverages shall not be furnished to minors under the age of twenty-one (21). Intoxicating beverages shall not be furnished to intoxicated persons, habitual alcoholics or to whom the Liquor Control Department has prohibited the sale of intoxicating beverages. Furnishing of intoxicating beverages will cease at 12:00 a.m (midnight). Lessee is responsible for ensuring compliance with all Ohio laws pertaining to the use or consumption of intoxicating beverages.



The Miami Township Civic Center sits on more than 30 acres of land on a wooded setting. There is plenty of parking, and facilities for the disabled.